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# Enlisted Advancement Boards

**Navy Personnel Command**

**Enlisted Advancement Boards (EABs)**



# **Enlisted Advancement Boards**

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## **We will discuss**

- **Eligibility**
- **Communicating with the Board**
- **Membership**
- **Quotas**
- **Board Process**
- **Special Boards**
- **FAQs and Myths**



# **Enlisted Advancement Boards**

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## **Eligibility**

- **Eligibility questions? First read the advancement cycle NAVADMIN and Chapter Two of the Advancement Manual**
- **View your board eligibility profile sheet via NKO**
  - **CPO, SCPO, and MCPO candidates**
  - **No profile sheet? You will not be considered by the board.**
- **If a "BUPERS Invalid", contact PERS-802 to verify reason**
- **Except STA-21, MECP, and MSCISPP, selects for commissioning programs are ineligible, i.e. LDO/CWO selects**
- **Fleet Reserve/Retirement Requests**
  - **Voluntary (Prior to mandated) -vs- Involuntary (At HYT)**
  - **Must be in an eligible status on 1 July (E8/E9) or 1 Sep**



# **Enlisted Advancement Boards Eligibility**

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## **➤ HYT Waiver**

- **Cannot exceed HYT for next paygrade**
- **Must go to or beyond 1 July (E8/E9) and 1 Sep (E7)**

## **➤ Security Clearances**

## **➤ Early Promote TIR Waiver (CPO Candidates)**

- **Must maintain EP's and must be EP Periodic eval (can be 1 of 1)**

## **➤ In-Theater CPO board waiver**

- **Not automatic; command must send validation to exam center**
- **Must be Boots On Ground in specific locations. Refer to NAVADMIN 336/07 paragraphs 3 and 8.**

## **➤ Recent Change in Rating?**

- **Must be approved 1 month prior to board convening**



# Enlisted Advancement Boards



## Communicating With The Board

### ➤ Your Letter to the Board (LTB)

- Only method to communicate with the board!
- Must be **\*\*RECEIVED\*\*** by the cut-off date in cycle NAVADMIN
- Read the cycle NAVADMIN before you begin!
- Consider having an experienced board member review your OMPF with you
- Per the cycle NAVADMIN, submit items you want considered that are missing from your OMPF
- NSIPS Electronic Service Record (ESR) data not available to the board unless it is in your OMPF, otherwise submit it with your LTB if you want the board to consider it
- No Third Party Correspondence
- Do not send originals, they will not be returned
- Do not send duplicates of items already in your OMPF
- Do not highlight items on your documents mailed
- Include your **FULL SSN** on each page submitted
- Documents forwarded to selection boards do not update your OMPF
- Can be e-**KEEP OMPF CURRENT!** the cycle NAVADMIN



# **Enlisted Advancement Boards**

## **Pre-Board**

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### **PERS-8 Actions:**

- **Scrub eligibility**
  - **Multiple adds and deletes**
  - **Dilemma: No immediate notification of adds or deletes.**
  - **Candidates should periodically review Navy Advancement Center web site for profile sheet changes**
  
- **100% accountability and verification of LTBs.**  
**Reasons LTB not presented to board:**
  - **Candidate not board eligible**
  - **LTB received after “received by” date**

**CANDIDATES: CLOSELY MONITOR YOUR  
ELIGIBILITY**



# Enlisted Advancement Boards



## ➤ Membership demographics: **Membership and Panels**

**Source Rating**

**Race**

**Gender**

**Geographic Location**

**Community**

**Special Qualifications**

**Component**

**Prior Board Experience**

**Number of reviews**

## ➤ Up to 20 panels for record review:

- **1 CAPT (President who is independent of all panels)**
- **1 CDR and 3-10 (MCPOs/SCPOs)**
- **Related Ratings and Special Qualifications Where Possible**

**(Examples)**

**Admin Panel**

**Surf Hull/Eng Panel**

**Aviation Panel**

**Information Dominance Panel**



# **Enlisted Advancement Boards Quotas**

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## **➤ Quotas**

- **Vacancy driven**
- **Recommended by Enlisted Community Managers**
- **Approved by Chief of Naval Personnel for AC/FTS and Chief of Navy Reserve for SELRES**
- **Made public when board convenes**
- **May go unfilled when insufficient number of candidates meet “fully qualified” standard**





# **Enlisted Advancement Boards**

## **Board's Convening Order**

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- **Convening order from the Chief of Naval Personnel to the Board President provides:**
- **Date board shall convene**
  - **Direction to conduct board per the precept**
  - **The Selection Standard**
  - **Guidance on quota use and restrictions**
  - **Guidance on secrecy of board deliberation**
  - **The membership and quotas**
  - **Direction to gather feedback to improve future boards**



# Enlisted Advancement Boards

## Board's Precept

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- **Precept provides the board guidance on items to consider when selecting the Navy's future leaders such as:**

### **General guidance, fully qualified and best qualified considerations**

Leadership	Education / Personal & Prof
Development	
Competency and Skill	Teaching, mentoring,
upholding standards	Collateral Duties
Communication skills	Comprehending Naval heritage
Knowledge of rate	
Leadership in Diverse Orgs	Language, Regional Expertise,
Culture	

**ARE YOU EXHIBITING THESE LEADERSHIP TRAITS AND ARE THEY DOCUMENTED IN YOUR EVALUATIONS?**



# **Enlisted Advancement Boards**

## **Board's PRECEPT (Cont)**

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### **➤ Area Tours**

- **Multiple tours in same homeport not viewed negatively if billet progression shows growth of responsibility and leadership**

### **➤ Documented Adverse Information**

- **If event occurred within the last five years it must be briefed to the board if member is recommended for selection**

**NAVY DOES NOT EMBRACE BLIND ADHERENCE  
TO A ZERO-DEFECT MENTALITY**



# **Enlisted Advancement Boards**

## **Board Process**

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- **Board is sworn in and convened**
- **Members receive board process in-briefs and training**
- **Members read convening order and precept**
- **Recorders randomly assign records within panels**
- **Members conduct two INDEPENDENT reviews of each record**
- **Place candidates in order by score (highest to lowest)**
- **Establish the “crunch zone”**
- **Deliberate those within the “crunch” for selection**
- **“Slate Brief” - Brief sampling of selects/non-selects to President**
- **Present all slates to board members in the tank for voting**
- **Conduct debrief on security of board deliberation & adjourn board**
- **Conduct Post-board adverse review of recommended selects**
- **Board President’s Call-out with CNP**



# **Enlisted Advancement Boards**



## **➤ Tanking Process      Board Process (Cont)**

- **Final stage of the selection process**
- **Panel presents the slate to the board for approval**
- **Final selections are voted and approved by Board membership in the tank**
- **Enlisted boards confirm/not confirm panel recommendations**
- **Briefs are platform generic and do not identify candidates being briefed**

**SLATES VOTED VICE INDIVIDUAL  
RECORDS**



# **Enlisted Advancement Boards**

## **What the board reviews**

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- **Official Military Personnel File (OMPF) field codes**  
**30-38**
  - **Available via BOL menu item: “OMPF-My Record”**
  
- **Performance Summary Record (PSR)**
  - **Available via BOL menu item: “ODC, OSR, PSR”**
    - ✓ **Part I (Personnel Data Summary)**
    - ✓ **Part II (Pre-1996 evaluation summary)**
    - ✓ **Part III (1996 to present evaluation)**

**ACCURACY OF THESE THREE ITEMS MAY BE THE DIFFERENCE BETWEEN SELECT AND NON-SELECT**

➤ **Candidate's Letter to the Board**



# **Enlisted Advancement Boards**

## **Board Considers...**

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### **➤ Evaluations**

- **Trait average vs summary group and reporting senior's average**
- **Break out among peers**
- **Promotion recommendation**
  - ✓ **Consistent? Improving? Declining?**
  - ✓ **One of one versus competitive peer group**
- **Description of duties**
  - ✓ **Job scope, leadership and level of responsibility**
  - ✓ **Impact of position on command mission**
  - ✓ **Difficult/Arduous Duty? Increased responsibilities?**
- **Professional Maturity and Experience**
  - ✓ **History of assignments (normal sea/shore rotation)**
  - ✓ **Diversity of duty**
  - ✓ **Out of rate assignments**



# **Enlisted Advancement Boards**

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## **➤ Common strengths      Board considers...**

- **Leadership at sea or in challenging assignments**
  - ✓ **Documented mentoring**
  - ✓ **Increasing scope of responsibility**
  - ✓ **Documented throughout your eval**
- **Qualifications and Collateral Duties**
  - ✓ **Command impact**
- **Successful performance in challenging assignments (Sea/Shore)**
  - ✓ **NECC, SPECWAR, Overseas**
  - ✓ **Productive Individual Augmentee (IA)/Mobilization**





# Enlisted Advancement Boards

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**Board considers...**

➤ **Common strengths**

- **Performance and Recommendations**
  - ✓ **Strong recommendations for promotion to CPO, SCPO, MCPO**
  - ✓ **Sustained Superior Performance**
  - ✓ **Strong Breakout among peers in large groups**
  - ✓ **Recommendations and write-ups should match**
  - ✓ **FCPOA & CPOA /Mess/Induction involvement.\*Leads Peers\***
- **Sailorization**
  - ✓ **Positively Impacting retention and Sailors' growth**
  - ✓ **Quantifiable results of your mentoring**
- **Successful performance on deployments/IA/Mobilization clearly stated in narrative**



# Enlisted Advancement Boards

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## ➤ **Common evaluation weaknesses** **Board considers...**

- **Adverse matter that is poorly explained or buried in the write-up**
- **Promotion recommendation and write-up contradict**
- **Creative comments which do not describe potential for advancement**
- **Eval concentrates too much on technical aspects; Do'er vice leader**

## ➤ **Overall what does the board consider?**

- **The candidate's POTENTIAL to serve in the next higher paygrade**



# **Enlisted Advancement Boards**

## **What the board DOES NOT review**

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- **NSIPS ESR data not in the OMPF**
  - **Forwarded to the OMPF at time of reenlistment/record close-out**
- **Items sent to the board other than by the candidate**
- **Letters to the board received after the “received by” date**
- **NTMPS, FLT MPS, ETJ**
- **PRIMS information**

**WANT THE BOARD TO CONSIDER ITEMS NOT IN YOUR OMPF? YOU MUST SUBMIT IN YOUR LTB.**



# Enlisted Advancement Boards



## Members Maintaining their Oath

### ➤ Sampling of items members of the board cannot discuss:

- Proceedings and deliberations of the board
- Recommended selectees prior to results being made public
- Why a candidate was or was not selected
- Items they saw in a candidate's record
- Score sheet categories or point values
- Panel they were assigned to during the board
- Period of review, i.e. last XX years or entire career
- Tolerance in scoring differences
- How a crunch is established
- Which selects and non-selects are briefed in the tank
- The item that selectees are briefed in the tank
- Methodology used in determining their selections

**MAY NOT BE DISCLOSED**



# **Enlisted Advancement Boards**

## **Post-Board**

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- **Conduct post-board review of selects to identify adjudicated or pending substandard or adverse information. Items discovered are:**
  - **Security clearance issues**
  - **Misconduct**
  - **PFA failures or missing PRIMS data**
- **These selects are placed on hold, notified of their selection and hold status, who then provide additional information to CNP to decide whether to release the hold or permanently remove their selection.**
- **Holds take six weeks to one year to resolve**

**IS YOUR PRIMS UP TO  
DATE?**



# Enlisted Advancement Boards



## Common Issues

- **Sailors not knowing how to verify their board eligibility.**
  - Board profile sheet is the official source
  - No profile sheet = not being considered by the board
- **Command leadership without BOL access when results are published**
- **Post-board scrub**
  - Missing PRIMS data, PFA failures, security clearance issues, NJPs, DFC, pending investigations
  - Results in missing sequence numbers on NAVADMIN
- **Adverse event occurs, command documents locally, but fails to report that info to PERS/OMPF. Result: Candidate gets advanced.**
- **Record Maintenance and Communicating With Boards**



# **Enlisted Advancement Boards**

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## **Special Boards**

- **Special Selection Boards**
  - **Not properly considered due to circumstances beyond their control**
  - **Normally held in January or in conjunction with regular boards**
  - **CNPC adjudicates requests**
  - **Eligibility terminates 9 months after the regular board convened**
  - **Selects DOR computed from missed board**
- **Member shares equal responsibility with their parent command in ensuring their name appears on the eligibility list prior to the board**



# Enlisted Advancement Boards



## FAQ's/Myths

1. A member of the board who knows you increases your chances for advancement. **FALSE**

2. The selection board only considered items in my OMPF, PSR, and items in my Letter to the Board (LTB). **TRUE**

3. Should a career summary be included with my LTB? By policy, only items missing from the candidate's OMPF should be included in their LTB.

4. The selection board accepts items from both me and my command up to the convening of the board. **FALSE** (only from candidate)

5. Advancement board eligibility is posted on BOL. **FALSE** (Only results)

6. Advancement board eligibility profile sheets are available for CPO, SCPO, and MCPO candidates. **TRUE**





# Enlisted Advancement Boards



## FAQ's/Myths

8. CPO candidates are automatically board eligible if on an IA in theater. **FALSE.** Must be validated as board eligible by their command. NAVADMIN 336/07 paragraphs 3 and 8 refer.

9. I am mobilized which makes me eligible regardless of my HYT. **FALSE**

10. Only adverse information contained in my OMPF can be considered by the board. **TRUE**, unless submitted in the candidate's LTB.

11. CMCs/SELs maintaining their BOL for advancement results is important.

**TRUE.** Without BOL access, "holds" cannot be readily identified.

12. How is PRIMS used in the selection board process? It is used in the post-board process but not during the selection process.

13. How is NSIPS ESR data used in the selection board process?  
Only if contained in the OMPE or in the candidate's ITB



# Enlisted Advancement Boards



## FAQ's/Myths

**15. A change in rating must be effective how long before the advancement board convenes to be considered in the correct competitive category? One month.**

**16. When must your letter to the board be received by NPC's customer service center to be considered by the board? By the “received by” date published in the cycle NAVADMIN.**

**17. Which reference should you refer to for amplifying policy guidance for each selection board? The cycle NAVADMIN.**

**18. Once you verify that you have a board eligible profile sheet, is there any reason either before or during the board to re-verify your profile sheet that you are still board eligible? Yes. You may receive a BUPERS INVAL profile sheet without notification if you lose board eligibility.**



# Enlisted Advancement Boards



## FAQ's/Myths

**20. How far back in the record does the board consider? The entire record may be considered.**

**21. When was use of the page 4 discontinued? When your servicing personnel office began using NSIPS ESR.**

**22. When and where can I read the current fiscal year Active-Duty and Reserve Senior Enlisted Advancement Selection Board precept? It is made public after the Reserve E8/E9 board convenes in February and is posted on NPC selection board website.**

**23. Why are items which reflect in NSIPS ESR not reflecting in my OMPF? Your ESR requires close-out either upon reenlistment or separation by your servicing personnel office for items to be submitted to your OMPF.**

**24. What is the number one factor for selection and where would you find it written? Proven, sustained superior performance in difficult and challenging joint and in-service leadership positions found in the Senior Enlisted Advancement Board precept**



# Enlisted Advancement Boards



## FAQ's/Myths

**25. The precept refers to career rating guidelines (rating career paths). These are updated prior to each FY's enlisted boards. Where can I view my rating's career path? Enlisted Community Manager's webpage on NPC's website.**

**26. A FCPO selection board eligible for CPO fails the Spring 2012 PFA. Their command's PFA cycle is 23 APR - 25 MAY. How is this information made available to the board? After the member signed the PFA failure page 13, that page 13 must be electronically submitted by the servicing personnel office to PERS-313 and it must be accepted into the candidate's OMPF prior to the board convening.**

**27. A Chief eligible for SCPO gets a DUI and receives NJP and is awarded punishment while the SCPO board is in session. How is this information made available to the board? It cannot. However, the CO does have the**



# Enlisted Advancement Boards



## FAQ's/Myths

**28. On the NAVADMIN which announced the board's results, what does the sequence number indicate? It ranks the candidates selected for advancement by seniority within each competitive category.**

**29. What if a sequence number or numbers are missing on the NAVADMIN which announces the board's results? Either selects were placed on hold or quotas were unfilled.**

**30. I (CO) awarded a SCPO NJP four months ago, I did not pull his recommendation for advancement and I did not do a special eval documenting the NJP because I intend to report the NJP in his next periodic eval. However, the MCPO board results were just released and he was selected for MCPO. What should my command have done to ensure the board was aware of the recent NJP? Via "OMPF - Command View" on BOL, selected command leadership or authorized users should have verified the SCPO's OMPF prior to the board to ensure the NJP documents reflected in the SCPO's OMPF.**



# Enlisted Advancement Boards

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***QUESTIONS ?***